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28 AUG 1969
O/P ANNUAL
Report

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Highlights of Office of Personnel Activity, FY-69

Pursuant to your oral request, the following are brief statements of highlights culled from the Annual Reports of the Office of Personnel divisions and staffs.

Recruitment and Placement

The Agency had another successful academic recruitment season and ended FY-69 at authorized ceiling.

There were only 7 reportable campus incidents compared with 77 in FY-68.

The field portion of the Professional Applicant Testing Battery was reduced from eight to four hours, with no negative affect upon subsequent evaluations.

An Experimental Clerical Training Program was undertaken to assist employees with marginal clerical skills to qualify as clerk typists.

The Recruitment Division entered into contract with the College Placement Association to participate in their Graduate Resume Accumulation and Distribution (GRAD) Program.

The Cooperative Education Program continued to develop with 87 individuals enrolled; the Summer Intern Program enrolled 34.

The Agency policy on granting occupational deferments was revised on 17 July 1968. The Director approved 15 such cases. Deferments were granted by Local Boards in 14 of the cases.

Special Programs

A new procedure for handling certain overseas casualty cases was developed in coordination with the offices of Security and Medical Services and the Clandestine Service.

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Honor and Merit Awards recommendations processed increased from 142 in FY-68 to 254 in FY-69. There were 72 ceremonies, an increase of 15.

Suggestion Awards numbered 127, a gain of 36 over FY-68. Cash awards more than doubled the previous year's volume, 27,880 versus 12,670. The adoption for the Support Services at 37 per cent exceeded the rate of any other Directorate.

The successful development of an ADP Program (PERCON) for selected groups of Agency non-staff personnel was accomplished during FY-69.

Retirement Affairs developmental and research work performed prior to FY-69 came to full fruition in the sense that we were able to offer "line" services in the areas of individual counseling, group seminars and briefings, employee informational literature, and to expand job lead sources and job search counseling.

The number of blood donors was increased in FY-69 to levels acceptable to the Red Cross.

The Employee Store, sponsored by the Employee Activity Association, was placed on a self-supporting basis.

Planning and Control

The FY-69 Advance Staffing Plan predicted 1,773 GS staff requirements for the year; actual accessions for the year totaled 1,713 GS personnel.

Special studies were conducted dealing with a wide range of personnel management problems such as career expectation, succession, and attrition.

In anticipation of, and preparation for, requirements from the SIRS Program, all statistical reports were studied and user comments secured.

The Clandestine Service reversed a previous decision and developed a procedure for coding Clandestine Service work experience.

In addition to the highlights noted under the above functional areas, all members of the Office of Personnel participated in a "A Look at Ourselves"

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exercise in which constructive opinions, ideas and comments were invited relative to the ways in which we were doing things or could improve our services. Many of the suggestions resulted in innovations throughout the Career Service.

The Office of Personnel also participated in the planning for President Nixon's visit, the 21st Annual Awards Ceremony, and the National Civil Service League Career Service Awards Banquet.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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